|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| TASKS To Do by Week | 3/7 | 3/14 | 3/21 | 3/28 | 4/4 | 4/11 | 4/18 | 4/25 | 5/2 | 5/9 | 5/12 & 5/13 Event Day |
| Set Date | \*\*\*\* |  |  |  |  |  |  |  |  |  | FIELD DAY |
| Rain Day | \*\*\*\* |  |  |  |  |  |  |  |  |  | 5/17 & 5/18 |
| Parent Letters |  |  |  | \*\*\*\*  Sent Home |  |  |  |  |  |  |  |
| Volunteer Letters |  |  |  |  |  | \*\*\*\*  Sent Home |  |  | \*\*\*\*  Letters  Due |  |  |
| Map Layout |  |  |  |  |  |  |  | \*\*\*\* |  |  |  |
| Set Budget |  | \*\*\*\* |  |  |  |  |  |  |  |  |  |
| Staff Meeting |  |  |  | \*\*\*\* | \*\*\*\* |  |  |  |  | \*\*\*\*  Packets | Staff needs to arrive at 6:00 am |
| Schedule |  | \*\*\*\* |  |  |  |  |  |  |  |  |  |
| Inventory Equipment |  | \*\*\*\* |  |  |  |  |  |  |  |  | Set up equipment at 6:15 am |
| Order Equipment |  |  | \*\*\*\* |  |  |  |  |  |  |  |  |
| List of Events |  |  | \*\*\*\* |  |  |  |  |  |  |  |  |
| Practice Events |  |  | \*\*\*\* | \*\*\*\* | \*\*\*\* | \*\*\*\* | \*\*\*\* | \*\*\*\* | \*\*\*\* | \*\*\*\* |  |
| Organize Equipment |  |  |  |  |  |  |  |  | \*\*\*\* | \*\*\*\* |  |
| Prepare Packets |  |  |  |  |  |  |  | \*\*\*\* | \*\*\*\* | \*\*\*\* |  |
| Character Signs for field day |  |  |  |  |  |  | \*\*\*\* | \*\*\*\* |  |  |  |
| Concessions |  |  |  |  |  | \*\*\*\* |  |  | \*\*\*\* |  |  |
| Assign Staff Responsibilities |  |  |  |  |  |  |  | \*\*\*\* | \*\*\*\* | \*\*\*\* | Make sure everyone knows where they belong |
| Prepare Field |  |  |  |  |  |  |  |  |  | \*\*\*\* |  |
| Field Day |  |  |  |  |  |  |  |  |  |  | \*\*\*\*\*We did it\*\*\*\*\* |